**Importing Clients in Connexx 9**

*After the email with the settings are received from the customer, save the settings to a file on your desktop that is used for these files.*

1. Go to File>Client Database Import/Export



1. Click the tab for “Import Client Data”



1. Go to “Import client data from file” and click the folder to browse to the location where you saved the file:



1. Find your saved exported file (Mine is called Export.nha) in this case and I saved it to my desktop)



1. Double click the file and it will show up in the “Support Tools-Client DB Import Export window



1. Click Import



1. Get a confirmation of the import (if it’s a duplicate record, you will see options for what to do with it)

